



Human Resources Newsletter

January 2006 News

What's New, What's Hot

- **Hurricane Relief Funds Distributed to DOTD Employees** - Prior to the Christmas holidays, envelopes containing a bit of "holiday cheer" were delivered to 180 employees who suffered losses from the hurricanes. Over \$38,000 was received from other State DOTs, several regional AASHTO associations, private companies, DOTD employees, and other donors. The committee responsible for administering the fund included reps from the LADOTD Credit Union, LTEA, Audit and HR Sections.
- **Employee Suggestion Box** - Anonymous suggestions will no longer be posted on the DOTD Intranet Bulletin Board since the vast majority have been personal complaints rather than constructive ideas/suggestions to improve agency efficiency or operations. Employees may still submit anonymous suggestions, and HR will either forward to the appropriate agency official for informational purposes only or will discard if the submission is deemed of no value to the agency.
- **January is Mid-Year Performance Review Time** - Now's the time for supervisors to conduct mid-year employee reviews with their direct reports. Our new PPR cycle is based on the fiscal (July-June) year, and policy requires that supervisors meet with employees during the month of January to informally review and discuss employee performance thus far. HR has developed a form to assist supervisors in documenting that such reviews took place; this form is available in two versions: Professional/Supervisory ([Click Here](#)) and Skilled Trades/Maintenance ([Click Here](#)).

Special Events

- January 2 - New Years Day Observed
- January 5 - Training: PPR for Supervisors - HQ
- January 6 - Deadline for Employee Recognition Nominations
- January 11 - Training: PPR for Supervisors, Lafayette District
- January 11 - Civil Service Commission Meeting
- January 16 - Martin Luther King Holiday
- January 18 - Standing Committee on Human Resources (SCHR) Meeting
- January 26 - Training: New Employee Orientation - HQ



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HR Unit Updates

Employee Relations Unit

Return to Duty from Military Service - Appointing Authorities should [click here](#) for important information on handling employees who return to work from active duty. Any questions may be directed to Pam Dantin, 225-379-1241.

E-2 Form (Pre-Existing Condition) Deadline of 12/31/05 - If not yet submitted to HR, employees must complete this form as soon as possible and send directly to Pam Dantin, Human Resources Manager, DOTD Headquarters Bldg., Room 300E. *If an employee is currently on extended FMLA or military leave, he/she should complete the form upon return to work.*

Personnel Management Unit

Interview assistance is available to all interviewing supervisors! - Stephanie Ortis, HR Manager, provides hands-on assistance in developing structured interview questions and conducts on-site evaluations of actual interviews to further enhance that process. For assistance, contact Stephanie at (225) 379-1289.

Employee Recognition Program Changes - Recent revisions to [PPM 49](#) reflect minor changes in the nomination deadlines (p.p. 2-3) as well as the addition of the \$200 Lifesaver Award (pp 17-18, 20-21). The Lifesaver Award is granted to employees who demonstrate extraordinary humanitarian efforts in a life-threatening situation.

Operations Unit

Important Info for Employees Receiving Earned Income Credit Advance Payments - Kay McRae, HR Operations Unit Manager, urges employees who wish to continue receiving these advance payments to immediately complete the 2006 W-5 Form and return to the DOTD Payroll Unit. Unlike other tax forms, completion of a new W-5 is required every year in order to continue these payments. Employees may download the 2006 W-5 Form ([Click here](#)) from the HR website or obtain a copy from their HR office.